

YOUTH SERVICES POLICY

Title: Employee Exit Processing Next Annual Review Date:	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.35
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References: YS Policy No. C.5.1 "Activity Reports/Unusual Occurrence Reports"	
STATUS: Approved	
Approved By: <i>Simon Gonsoulin</i> <i>Acting Assistant Secretary</i>	Date of Approval: 12/15/2004

1. AUTHORITY:

Acting Assistant Secretary of the Office of Youth Development as delegated on January 27, 2004 by the Secretary of the Louisiana Department of Public Safety and Corrections.

2. PURPOSE:

To establish Youth Services' policy concerning a standardized process for collection of information relating to employee exits for the purpose of identifying and addressing causes of turnover and implementing strategies to retain a professional, skilled and dedicated workforce.

3. APPLICABILITY:

Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Unit Heads, appropriate staff in all Human Resources offices, and all exiting employees of Youth Services (YS). Each Unit Head shall ensure that all necessary procedures are in place to comply with the provisions of this policy.

4. DEFINITIONS:

Unit Head - Facility Directors, Probation and Parole Program Director and the Deputy Secretary/Assistant Secretary or designee for YS Central Office.

YS Central Office - Offices of the Deputy Secretary, Undersecretary of the Office of Management and Finance, Assistant Secretary of the Office of Youth Development and their support staff.

5. POLICY:

It is the Deputy Secretary/Assistant Secretary's policy that all exiting employees complete the Employee Exit Interview form, the Employee's Verification of Receipt form, and the Employee Exit Survey form.

6. PROCEDURES:

A. Employee Exit Interview

1. Employees who are terminating employment with YS are expected to participate in an employee exit interview conducted by a staff member of the applicable unit's Human Resources Office.
2. The interviewing staff member will record the information collected from the exiting employee on the Employee Exit Interview form [Attachment A.2.35 (b)].
3. The employee's responses to the interview questions are confidential and will not be disseminated except in the form of a report containing exit interview responses of other exiting employees. The report will not reference any employee names.
4. Upon completion, the original Employee Exit Interview form will be placed in the employee's personnel file and a copy will be forwarded to the YS Central Office for data entry.
5. The unit's Human Resources Manager will ensure that appropriate entries regarding the exit are made into the ISIS system as required by the Department of Civil Service.

B. Employee Exit Survey

1. The unit Human Resources staff will give employees who are terminating employment with YS an Employee Exit Survey form [Attachment A.2.35 (d)] to complete for the Assistant Secretary. The survey will include a memorandum [Attachment A.2.35 (a)] from the Assistant Secretary, along with a pre-addressed stamped envelope addressed to:

Assistant Secretary
Office of Youth Development
P.O. Box 94304, Capitol Station
Baton Rouge, LA 70804-9304

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Employees who are leaving YS employment will be asked to complete and sign the Employee's Verification of Receipt [Attachment A.2.35 (c)] certifying that they had an opportunity for an exit interview and received a copy of the Employee Exit Survey form [Attachment A.2.35 (d)]. The Receipt should be maintained in the employee's personnel file.

2. Upon receipt of the survey form by the Deputy Secretary/Assistant Secretary's Office, the information contained therein will be entered into the appropriate database by designated staff.

C. Reports

1. Exit reporting will be included in YS Policy No. C.5.1, which is pending revision.
2. Until YS Policy No. C.5.1 is finalized, exit reports will be compiled and distributed by designated staff in the YS Central Office.

7. IMPLEMENTATION DATE: December 15, 2004

Previous Regulation/Policy Number: YS Policy No. A.2.35

Previous Effective Date: Approved 10/22/04 for Implementation on 12/15/04

Attachments/References:



A.2.35 (a) Employee Exit Survey System Memo.pdf



A.2.35 (b) Employee Exit Interview.pdf



A.2.35 (c) Employee's Verification of Receipt.pdf



A.2.35 (d) Employee Exit Survey.pdf